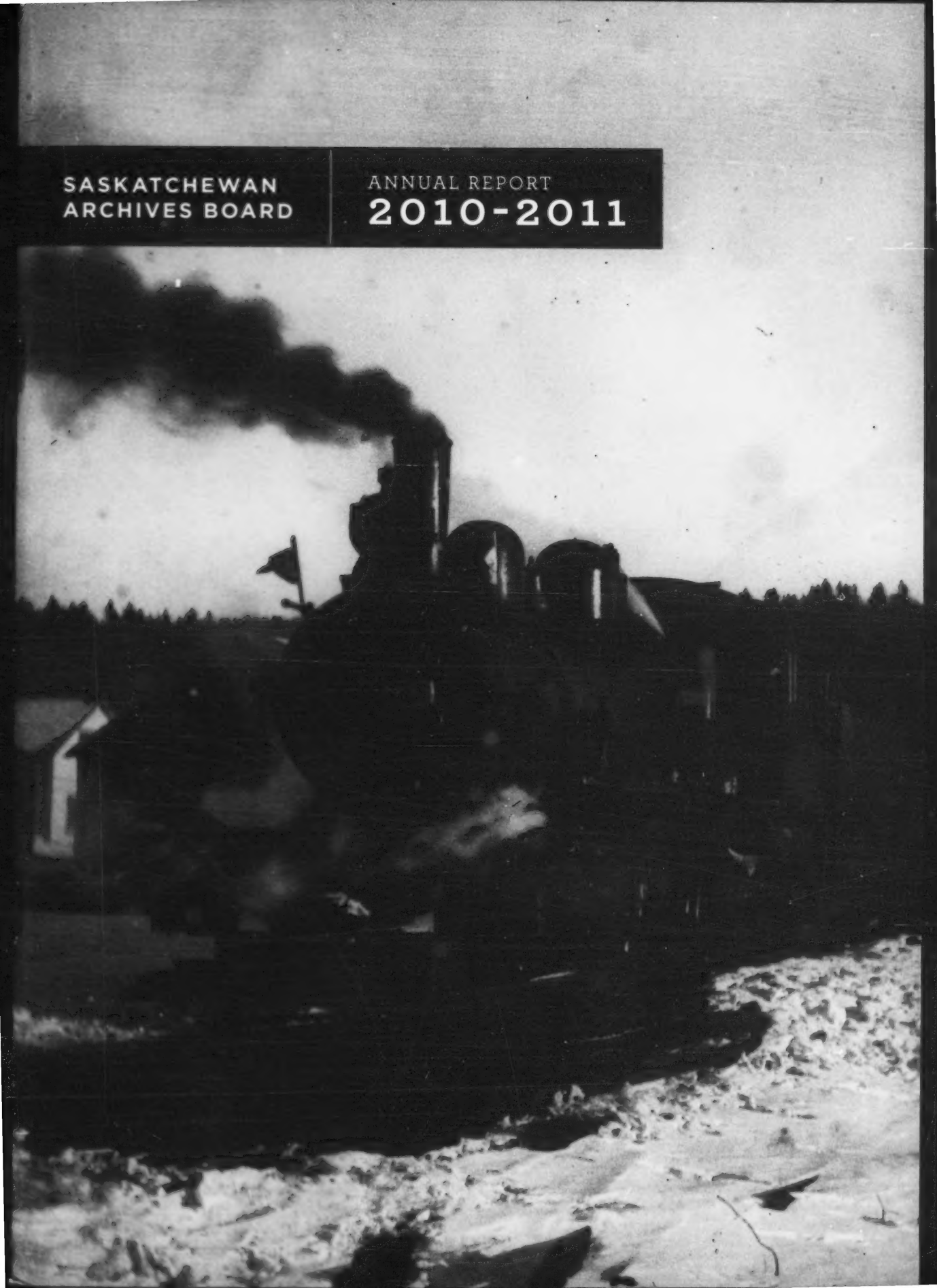
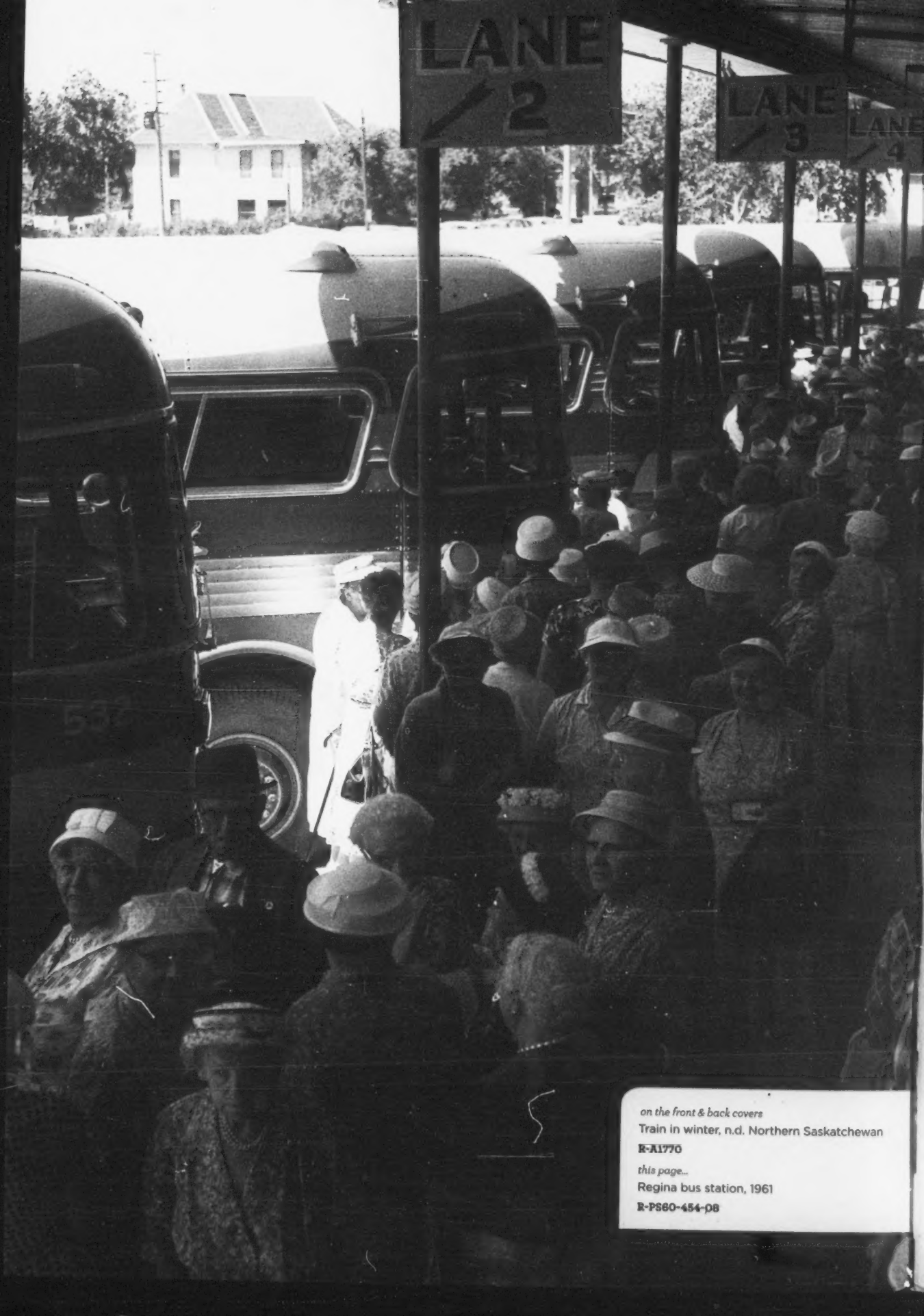
SASKATCHEWAN ARCHIVES BOARD

ANNUAL REPORT 2010-2011





on the front & back covers
Train in winter, n.d. Northern Saskatchewan
R-A1770

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Regina bus station, 1961
R-PS60-454-08

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. To maximize accountability and efficiency, the Saskatchewan Archives also provides information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records, the Archives enables the Government of Saskatchewan to fulfill its public trust.

Annual Report Theme

A note on the archival images in this report: A transportation theme demonstrates the varied modes of travel that have enabled people, goods and services to move within our province and beyond our borders over our history. Whether recreations of the old to serve immediate needs or new inventions for efficiency and aesthetic appeal, transportation has provided the networks essential to allow the growth and development of Saskatchewan. New directions reflect new journeys and new vehicles of discovery.

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Letters of Transmittal

The Honourable Dr. Gordon Barnhart
Lieutenant Governor of Saskatchewan

May it please Your Honour:

I respectively submit the annual report of the Saskatchewan Archives Board for the period of April 1, 2010 to March 31, 2011

Respectively submitted,

Bill Hutchinson

Honourable Bill Hutchinson

Minister Responsible for the
Saskatchewan Archives Board

Honourable Bill Hutchinson
Minister Responsible for the
Saskatchewan Archives Board

Dear Minister:

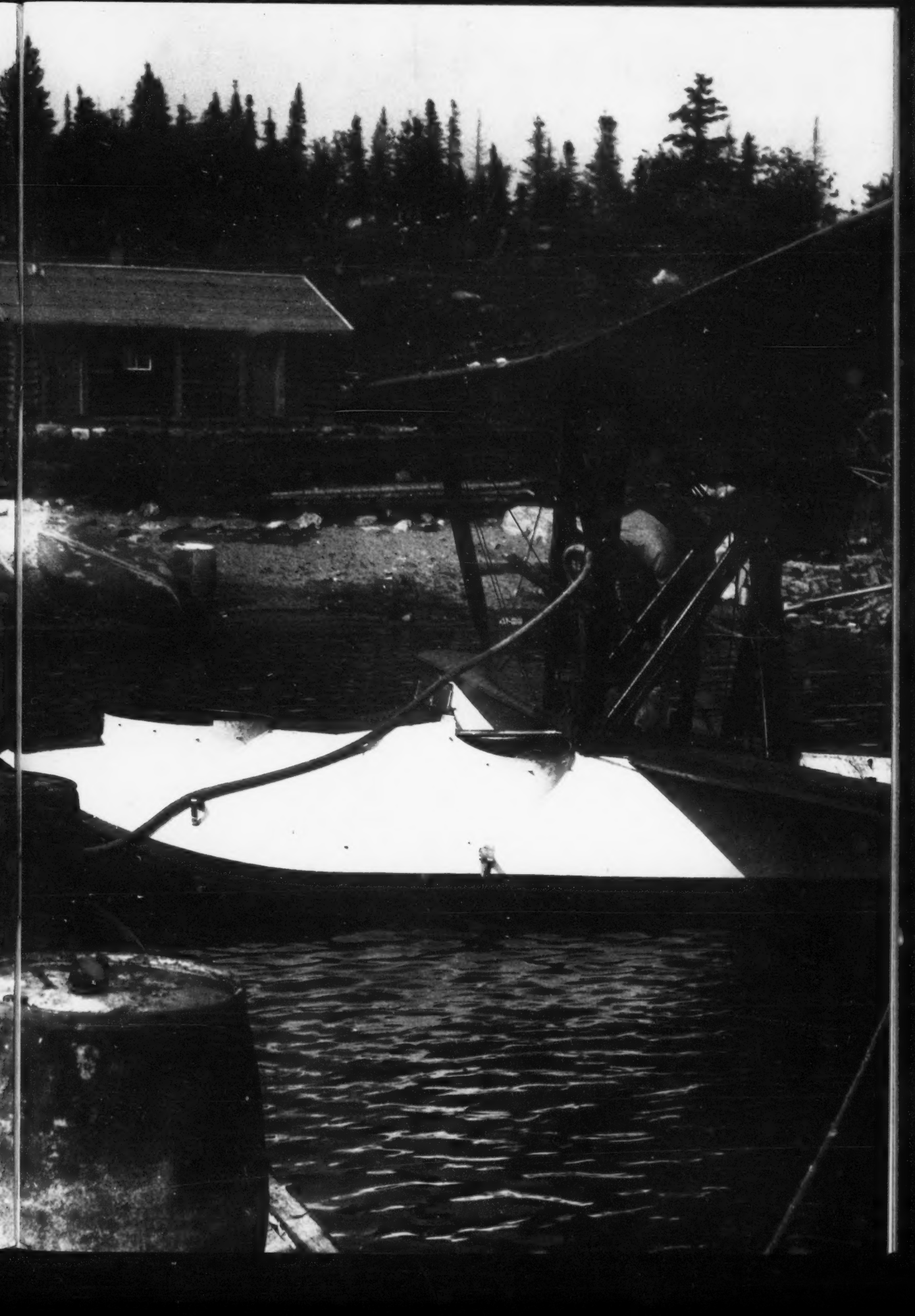
I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2010 to March 31, 2011.

Respectfully submitted,

Trevor J.D. Powell

Chair
Saskatchewan Archives Board

Floatplane n.d., Pelican Narrows
R-B2879



Skidoo 1958, North West Territories Boundary survey party camp

R-PS57-361-09

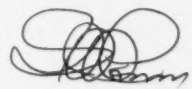
Message from the Chair

Last year the Saskatchewan Archives Board marked its 65th Anniversary. It was a time to cherish our past and to envision our future. We celebrated all those – board members, management, staff, donors, clients and patrons – who have contributed to making this institution one of the finest provincial archives in Canada. Looking back through annual reports, the road was not always easy. Yet determination and perseverance to live up to our mission and values has and will continue to motivate the institution over time.

With new leadership in place, the board, management and staff are planning for the future. It's not a matter of preparing a wish list and hoping for fulfillment. Rather serious consideration must be given to what we do and the way we do it. The environment around us is swiftly changing and the Saskatchewan Archives must be prepared to handle the many challenges facing us. New legislation, new technology and new processes are impacting the basic archival functions of appraisal and acquisition, arrangement and description, preservation and conservation and making information available to our stakeholders and researchers. At the same time, funding resources required to carry out our mandate can be at best uncertain. To use a well-worn, but nonetheless appropriate cliché, we must think beyond the box.

We look forward to addressing these challenges as those who have gone before us have done. We, however, cannot act alone. The Board welcomes ongoing liaison with our Minister, the Honourable Bill Hutchinson, the Office of the Provincial Capital Commission and its partners, and the universities as we chart new paths in carrying out our mandate on behalf of government and the wider community.

Respectfully submitted,



Trevor J.D. Powell

Chair
Saskatchewan Archives Board

Letter from the Provincial Archivist

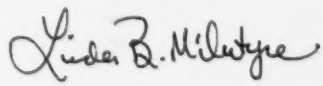
I am pleased to present the Saskatchewan Archives Board Annual Report for the April 1, 2010 to March 31, 2011 operating year. Despite continued challenges in meeting rising operating costs, the year reflected renewal, accomplishment and pride in the promotion of our Permanent Collection.

The creation of a new strategic plan for 2011-2016 has identified a road-map for goals and activities in all core archival functions. A new acquisitions policy; a revised fee schedule for goods and services; additional operational records schedules in government ministries, Crowns and agencies; and continued development of the infrastructure required for digital records acquisition and preservation highlighted efforts to strengthen service delivery. Our relationship with the Office of the Provincial Capital Commission provided opportunities for outreach and advocacy. Our Remembrance Day reading event at Government House presented extremely moving testimony of our records, to the public.

The past year also saw continued partnership with the Genealogical Society of Utah in digitization projects and revitalization of our *Saskatchewan History* journal. The completion of the five-year Historical Photographs Index Project added 44,292 descriptions to our Threshold database, while a very successful Young Canada Works grant prepared homestead records for digital deployment. Plans were finalized for the renewal of our website and this initiative promises to be our primary achievement in the upcoming year.

As we move forward into 2011-12 we anticipate journeys and directions that will focus our resources and activities on improvements to the service provided to government and the greater community, while maintaining the essential mandate to preserve the documentary history of our Province.

Respectfully submitted,



Linda B. McIntyre

Provincial Archivist
Saskatchewan Archives

Vision, Mission, Values and Mandate

The 2011-2016 strategic plan revises the vision, mission and values of the Saskatchewan Archives. The mandate of the Saskatchewan Archives is prescribed in legislation.

Vision

A trusted, respected, accessible and progressive guardian of Saskatchewan's documentary heritage.

Mission

- To acquire, manage, preserve and make accessible records of significance that reflect the rights and activities of Saskatchewan's people - those of public and private organizations and those of individuals
- To foster government accountability and transparency by advancing and facilitating responsible records management in the public sector
- To promote and assist the many uses of the documentary records of Saskatchewan
- To engage the people of Saskatchewan with their documentary heritage and to foster an understanding of our collective identity
- To provide leadership and support for the on-going development of archival work

Values

The rights and responsibilities of a democratic society are the foundation of our work.

Our core values include:

- Accountability to the people of Saskatchewan and our patrons, past, present and future
- Innovation, leadership and collaboration
- Equitable access to public information and respect for individual privacy
- Integrity, transparency and ethical behaviour
- Professionalism and dedication to service excellence

Mandate

The objects and functions of the Saskatchewan Archives Board are:

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records
- To be the permanent repository of public and court records
- To facilitate the management of public and court records
- To encourage and support archival activities and the archival community

The Archives Act, 2004

A Brief History of the Saskatchewan Archives

It was largely due to the efforts of Dr. Arthur Silver Morton, along with the support of the Canadian Historical Association, and the University of Saskatchewan's offer to provide space, that the proposal to establish and appoint an archivist was favourably met by a cash-strapped provincial government in 1937. Accordingly, a Historical Public Record Office was established that year with Morton appointed as Keeper of the Public Record.

By the mid-1940s it was understood that a more formal and stable funding arrangement had to be established for the archives. Morton's call for legislation and secure financial support was met with approval from the newly-elected CCF government. The original Archives Act from 1945 created an arms-length board, representative of established stakeholders already engaged in documenting Saskatchewan's archival heritage. Whereas the acquisitions of the Historical Public Record Office had been limited to public records, the mandate of the new Saskatchewan Archives Board was broadened to include all forms of records from both public and private sources. It allowed provincial archivists to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It established a system of accountability for information created and maintained by government, mandating that all public records be scheduled, and all records schedules be approved by committees comprised of acknowledged officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and occasionally served as a model for other jurisdictions.

The Saskatchewan Archives actively documents all facets of provincial life. Most people or groups record their activities, whether in the form of letters, email, diaries, minutes, financial records, photographs, moving images, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. The oral accounts of aboriginal elders, the written records kept by settlers, the varied yet precarious physical formats of the early 21st century office and home, all such records when gathered together provide an immediate and unique source of information of Saskatchewan's people. This wide-ranging mandate has allowed the Saskatchewan Archives to accrue what is recognized as one of the most comprehensive provincial archival collections in Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major milestones such as the 50th, 60th, 75th and 100th provincial anniversaries as well as the North-West Centennial. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the

First Nations and Métis people, the settlement era of the province and the multicultural nature of our provincial society. More recently, the Saskatchewan Archives has been using digital technology to allow its holdings to be brought to a wider audience through means of digitized records and utilizing the Internet.

With the passage of various acts pertaining to access to information and protection of privacy, the Saskatchewan Archives has played an increasingly larger role in the management of information from both public and non-government sources. *The Archives Act, 2004*, allows the Saskatchewan Archives to carry out this expanded role through an updated legislative framework. As Saskatchewan embraces economic, social and environmental challenges in the decades ahead, the Saskatchewan Archives strives to meet the needs of a modern government, and the people it serves.

Road paving 1954, Trans Canada HWY, west of Swift Current
R-PS54-161-05

Structure & Reporting Relationship

Unlike most other provincial archives across Canada, Saskatchewan's provincial archive is positioned at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate. *The Archives Act, 2004* requires a board of directors to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- appointing, reviewing and working with the Provincial Archivist
- ratifying specific management and fiscal decisions
- preserving the autonomy and integrity of the institution and its permanent collection
- representing the institution to government and the wider community

The legislation provides for two representatives from the Saskatchewan public service, one representative from the University of Saskatchewan, one representative from the University of Regina and up to five members of the community-at-large. The Provincial Archivist serves as Secretary to the Board.

As a corporate entity, the Board reports through the Office of the Provincial Capital Commission (OPCC) to the Minister Responsible for the Saskatchewan Archives Board. To conduct its operations, the Saskatchewan Archives receives an annual grant voted under the OPCC's estimates.

Office space and storage facilities in Regina are leased through the Ministry of Government Services. The University of Saskatchewan provides office and storage space, without cost, for Saskatoon operations. The Saskatchewan Archives is responsible for its own financial management. The University of Saskatchewan provides support for financial payment services, banking and purchasing on a fee-for-service basis. The Ministry of Finance serves as the Saskatchewan Archives' agent providing payroll services for all staff.

Organization

The Saskatchewan Archives operates seven function-based units in three Regina offices and one Saskatoon office. In the 2010-2011 fiscal year, functions previously within the Collection Management and Preservation Unit were moved to the Digital Records Program, to the Appraisal & Acquisition Unit and to Corporate Services. A new Preservation Management Unit includes both digital and analogue preservation and management of the Digital Records Program.

Outreach services moved outside of the Reference Unit in 2010-11 to reflect an institution-wide function in the planning and promotion of events and services.

The Legislative Compliance and Access Unit continues to function in conjunction with the Information Management Unit.

Saskatchewan Archives Board of Directors

The 2010-2011 fiscal year saw the appointment of the two university representatives on the Saskatchewan Archives Board of Directors. The Board operated with a full complement as outlined in *The Archives Act, 2004* and consists of the following members:

Trevor J.D. Powell *Chair*	Former Provincial Archivist
Fredrick D. (Rick) Mantey *Vice-Chair*	Cabinet Secretary and Clerk of the Executive Council
Michael Atkinson *Member*	Executive Director, Diefenbaker Canada Centre and Executive Director of the Johnson-Shoyama Graduate School of Public Policy
Thomas Bredohl *Member*	Associate Professor, History, Associate Dean (Research and Graduate) University of Regina
Ron Dedman *Member*	Deputy Minister, Government Services
Laura Hanowski *Member*	Certified Saskatchewan Genealogy Researcher and Instructor
Catherine Littlejohn *Member*	Freelance Historian, Researcher, Writer and Consultant
Maureen Miller *Member*	Masters' Library and Information Science (MLIS)
Linda B. McIntyre *Secretary to the Board*	Provincial Archivist

The Saskatchewan Archives Board and staff welcome Dr. Thomas Bredohl and Dr. Michael Atkinson as members of the Saskatchewan Archives Board.

SASKATCHEWAN ARCHIVES BOARD

LINDA B. MCINTYRE
Provincial Archivist

LENORA TOTH
Director, Archival Programs & Information Management

CHRISTAL LINTOTT
Manager Human Resources, Administration & Corporate Services

HUMAN RESOURCES, ADMINISTRATION & CORPORATE SERVICES

INFORMATION TECHNOLOGY UNIT
WARREN WEBER
MANAGER

PRESERVATION MANAGEMENT UNIT
CURT CAMPBELL
CHIEF ARCHIVIST AND DIGITAL RECORDS MANAGER

APPRAISAL & ACQUISITION UNIT
TRINA GILLIS
CHIEF ARCHIVIST

INFORMATION MANAGEMENT UNIT
LEGISLATIVE COMPLIANCE & ACCESS UNIT
ANNA STOSZEK
ACTING CHIEF ARCHIVIST

RECORDS PROCESSING UNIT
BRUCE DAWSON
CHIEF ARCHIVIST

REFERENCE SERVICES UNIT
NADINE CHARABIN
CHIEF ARCHIVIST, PRODUCTION COORDINATOR, *SASKATCHEWAN HISTORY* MAGAZINE

Corner of Scarth Street & 11th Avenue c. 1912-13
R-B9502-2

Train 1903, Saskatoon
R-B1754

Appraisal and Acquisition Unit

The Appraisal and Acquisition Unit is responsible for appraising and acquiring all records, public and private, of ongoing historical significance. Fulfilling this function involves records appraisals, coordinating records transfers and negotiating and maintaining agreements with donors. Appraisal archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention period according to a records schedule. Records of historical significance are transferred to the Saskatchewan Archives and the remainder is authorized for physical destruction. This process, conducted in co-operation with the Information Management Unit, allows the Saskatchewan Archives to acquire material vital to the history of the province and provides government institutions with the necessary written authority to destroy records in compliance with provincial legislation. Appraisal archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, etc. to ensure a comprehensive picture of the Province through the years.

KEY ACCOMPLISHMENTS IN 2010-2011

- Developed an Acquisition Policy which provides a framework within which appraisal archivists can work. This policy ensures the Archives' approach to records collection is comprehensive and consistent.
- Implemented the historical appraisal approach for current records included in Operational Records Systems. This approach enables records to be appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record. The whole of the record of any given ministry/unit/branch can be reviewed before a decision is made regarding final disposition. This ensures that the most relevant and historically valuable records are retained by the Archives.
- Contacted 232 private donors regarding donations of records of historical significance.

GOALS AND ACTIVITIES FOR 2011-2012

- Oversee the commencement of an institution-wide inventory of all records in our archival holdings through the hiring of a Collection Management Assistant. This activity will strengthen the management and preservation of the Archives' holdings and enable the Archives' to populate its relevant fields in the archival management system, Threshold.
- Develop detailed guidelines to complement the Acquisition Policy developed in 2010-2011.
- With staff in the Digital Records Program, continue to develop an appraisal 'toolkit' that will ensure all relevant information regarding digital records is gathered and recorded.

2010-2011 Statistics	
Number of Disposal Requests received	810
Volume of public (government) records authorized for disposal	4933 metres
Volume of public (government) records held for appraisal	642 metres
Volume of public (government) records not eligible for disposal	145 metres
Volume of public (government) records identified as archival	182 metres
Volume of public (government) records transferred	84 metres
Volume of private records transferred	75 metres
Number of contacts with private donors	232

Preservation Management Unit

Preservation Management is responsible for the safekeeping of the records held by the Saskatchewan Archives and for ensuring that records survive for future generations. The unit monitors environmental factors such as temperature, light and humidity and within the limitations of substandard storage space endeavors to house records according to accepted archival standards. The unit also coordinates disaster response and recovery and undertakes preservation management policy development.

In the fall of 2010, the Preservation Management Unit moved from the Henderson Drive location to the Albert Street location.

KEY ACCOMPLISHMENTS IN 2010-2011

- A condition survey of textual records continued into 2010-2011 fiscal year. This survey will provide valuable data relating to the housing and storage state of our records.
- Completed the third year of a four year cycle applying molecular sieves to our film collection to alleviate the effects of vinegar syndrome.
- Drafted a strategic plan to deal with the challenges of preserving the existing archival collection.
- Developed a preservation strategy to preserve while maintaining access to the nearly 1 million images held in the Saskatchewan Archives' Regina reference room.

GOALS AND ACTIVITIES FOR 2011-2012

- Focus efforts to establish effective control and efficient access to the photographic resources held in the Saskatchewan Archives' Regina reference area. This will involve both physical rehousing of records and the large scale digitization of critical elements of the collection.
- Establish the infrastructure required to utilize high-quality digital reproductions as a strategic approach for the preservation and conservation to the Saskatchewan Archives' collections.

Digital Records

We live in an age which is driven by rapid technological change and as such the archival profession is witnessing a 'paradigm shift,' where the creation of records in digital form (i.e. 'born digital' records) is increasingly outstripping those created by traditional analogue or 'physical' means. While this 'digital reality' has little effect on our long-established mandate to acquire, preserve and make available the archival record it does pose a significant challenge to how we achieve these goals.

The Digital Records Program's primary mission is to capture and preserve Saskatchewan's digital heritage in an effective and trustworthy manner. While the Digital Records Program has had widespread positive response to its business case proposals it has not yet obtained the requisite government funding. As such, progress has been limited and resources have been rationalized to address the basic needs of the Program. Notwithstanding these significant obstacles, progress has been made.

The infrastructure and tools to fulfill our preservation mandate are currently being designed by the Digital Records Program in partnership with the other units within the Saskatchewan Archives.

KEY ACCOMPLISHMENTS IN 2010-2011

- Participated with Library and Archives Canada and the Archives of Ontario to create *Guidelines for Physical Digital Storage Media*. These guidelines provide an in-depth analysis of and recommendations for the long-term preservation storage of archival digital objects.
- With IT consultation, continued work conceptualizing and designing the required technological infrastructure to support the large-scale ingest of digital records.
- Oversaw the digitization of more than 600,000 historic records from our court and homestead record collections.
- Tested the ingestion of small digital collections.
- Secured funding from the federal Young Canada Works Program allowing the employment of an archival graduate intern to work on the optimization of source data of the homestead record collection for future web development.

GOALS AND ACTIVITIES FOR 2011-2012

- The Program will be the project lead for the design and implementation of the Saskatchewan Archives' new website. It is envisioned that when completed, this website will facilitate both the submission of and access to significant portions of the Archives' collection.
- Secure funding from the federal Young Canada Works program to allow the hiring of a summer student to work on the digitization of several aboriginal collections for future access on the Archives' new website.
- With the Information Technology Unit and the Records Processing Unit, develop a long term strategy for web implementation of the Archives' archival management system, Threshold.
- With the Information Technology Unit develop long term storage and access procedures for digital records.
- With the Information Technology Manager hire an IT Analyst in early 2011-2012 to assist with the Archives' new website.
- Implement a 'toolkit' for the effective appraisal and acquisition of digital archival records.

Steamboat & horse cart 1905, probably Prince Albert
R-B1746

Information Management Unit

The Information Management Unit provides a wide range of services to enable government institutions to manage their records in an efficient manner and meet their responsibilities as articulated in *The Archives Act, 2004*. The unit develops and maintains policies, procedures and best practices that ensure accountability and compliance with *The Archives Act, 2004* and the privacy frameworks for Executive Government and Crown Corporations. The unit also provides records management advice to government and non-government clients, facilitates the disposal of records in government, assists in the development of records schedules, provides records management training, drafts government-wide policy, reviews and advises on institution-specific policy and acts in an advisory role to the Public Records Committee (PRC).

KEY ACCOMPLISHMENTS IN 2010–2011

- Attended 167 meetings with government clients and assisted in the development of 60 operational schedules, 20 of which were finalized and received PRC approval.
- Delivered 26 records management training sessions and workshops at the request of government clients.
- Developed tools for new managers to increase awareness of roles and responsibilities in relation to records management and *The Archives Act, 2004*.
- Processed 810 disposal requests, resulting in the authorized disposal of 4932 meters of public record. The disposal of government records is facilitated by unit review to ensure that schedule requirements have been met and to provide a documented accountability framework.
- Advised government and non-government clients through 123 inquiry calls, 101 email inquiries, as well as another 483 individual inquiries.

GOALS AND ACTIVITIES FOR 2011–2012

- Review current information management work processes and structures and explore more effective ways to deliver services to government institutions.
- Complete and secure approval for a Ministerial Records Schedule and an Operational Record Schedule (ORS) for the Office of the Cabinet Secretary.
- Review and update government-wide policies, guides and guidelines relating to records management.
- Partner with other ministries to host training sessions and workshops and to participate in other activities promoting efficient records management practices.
- Complete outstanding Operational Record Schedules.

Legislative Compliance and Access Unit

The Saskatchewan Archives Board as a government institution is bound by *The Freedom of Information and Protection of Privacy Act* (FOIPP), *The Health Information Protection Act* (HIPA) and other relevant legislation pertaining to access and privacy. The Saskatchewan Archives works to balance the public's right to access against an individual's right to privacy and the Legislative Compliance and Access Unit (LCAU) assists the Archives in meeting that challenge.

The unit facilitates researcher access to the Saskatchewan Archives Board permanent collection by reviewing and processing researchers' requests to access restricted materials in the permanent collection. Before researchers are granted access, the material is reviewed for personal information and personal health information as defined in FOIPP and HIPA. If personal information is found it must be severed prior to access or, in certain instances, a non-disclosure agreement is negotiated.

The Legislative Compliance and Access Unit is responsible for institution-wide compliance with all applicable access and privacy legislation and is frequently called upon to serve in an advisory role to other units in the Archives.

Canadian Pacific plane 1955, Uranium City
R-P555-304-15

KEY ACCOMPLISHMENTS IN 2010-2011

- Processed 93 researcher access requests – an increase of 47% percent over the previous year. The total amount of material reviewed by the Unit was 39.2 meters.
- Completed 19 reviews of collections in response to institutional requests.
- Assisted the staff in the Appraisal and Acquisition Unit in the drafting of donor agreements and in the development of policies and procedures to deal with the security, privacy and access issues around records.
- Reviewed an additional 19 restricted finding aids, bringing the total restricted finding aids reviewed to 248.

GOALS AND ACTIVITIES FOR 2011-2012

- Conduct access reviews and provide researchers with requested materials in a timely and efficient manner.
- Complete in-house reviews at the request of other units in the Archives.

Records Processing Unit

The Records Processing Unit (RPU) manages the arrangement, physical processing and description of all records held in the permanent collection of the Saskatchewan Archives. This work includes researching the significance and historic use of the acquired records and writing histories of the record creators as well as summaries of the scope and context of the records. The unit works with both public and private records in all types of media and is responsible for updating the descriptions for previously-processed records as necessary. All information is stored in the archival management system, Threshold.

The unit also produces Saskatchewan Archives Finding Aids (SAFA) for its processed records to assist researchers in understanding and accessing records in the collection and is responsible for posting descriptions to the provincial Saskatchewan Archival Information Network (SAIN) catalogue.

As well, the unit is responsible for coordinating the monetary appraisal of records in order to issue donor tax receipts. This includes preparing the records for appraisals conducted by independent appraisers, the National Archival Appraisal Board and the Canadian Cultural Property Export Review Board. In 2010-2011, a total of fourteen fonds were appraised for monetary value with a combined assessed value of $132,960.

KEY ACCOMPLISHMENTS IN 2010-2011

- Produced 160 finding aids and contributed 109 new descriptions to the Saskatchewan Archival Information Network.
- Completed the Historical Photographs Index Project, which resulted in the entering of over 44,000 printed index cards from the Regina photo card catalogue into Threshold.
- Processed 23 new fonds and government records series and updated 90 existing record descriptions.

GOALS AND ACTIVITIES FOR 2011-2012

- Scan all printed copies of finding aids and make them accessible on the Archives' new website.
- Make a number of structural improvements to Threshold to facilitate more efficient data entry, records management and linkage to the Archives' new website.
- Implement the Hidden Treasures Project to prioritize and support processing the backlog of accessioned records held by the Archives.
- Process 20 fonds and series from the backlog of unprocessed records.
- Review and update the institution's monetary appraisal policy.

Records Arranged and Described in 2010-2011

	Paper/tape/ film-based	Digital-based
Textual Records	117.39 metres	86 disks & CDs
Photographs	16,668 items	
Documentary Art	2 items	
Cartographic Materials (maps)	101 items	
Architectural & Technical Drawings	117 items	
Moving Images	489 items	25 DVDs
Sound Recordings	78 items	
Microfilm	4 items	
Artifacts	14 items	

Reference Services Unit

Reflecting a new unit name, Reference Services is dedicated to raising awareness of Saskatchewan's heritage and the Saskatchewan Archives' rich archival resources through its day-to-day activities. The unit facilitates the research of anyone who is interested in exploring the province's history by responding to inquiries from in-person visitors, as well as queries received by e-mail, mail, fax and telephone. In addition, the unit gives tours and presentations, prepares exhibits and participates in special events, to bring an appreciation of archives to the wider community.

KEY ACCOMPLISHMENTS IN 2010-2011

- Assisted 3,134 in-person visitors and answered 4,308 written or phone enquiries.
- Assisted the Information Services Corporation to verify homestead information for 1,069 families who applied for a Century Family Farm award.
- Made available 20,315 archival documents for research in the Archives' reading rooms and prepared 48,678 digital and analog reproductions of archival documents for research clients.
- Developed and implemented stage one of the new and expanded fee schedule for reference services in November 2010.
- Developed best practices related to provision of reference services, including revision and updates to existing policies and procedures, transfers of archival records; a new fee schedule, the collection of reference statistics; and updating finding aids.
- Identified the need for best practices relating to privacy measures in researcher registration; standardization protocols and operating procedures for the institution's Image Bank.

GOALS AND ACTIVITIES FOR 2011-2012

- Develop best practices for: tour development; retrieval and collection management.
- Develop and implement stage two of the new fee schedule for reference related services.
- Complete an internal review of reference services.
- Complete best practices relating to privacy measures in researcher registration; standardization protocols and operating procedures for the institution's Image Bank.

Reference Statistics for 2010-2011

	Archives Users
Personal Visits	3134
Written Enquiries	103
Phone Enquiries	1439
E-mail Enquiries	1597
Interlibrary loans	32
Inter-Office Loans	68
Century Family Farms	1069
Total Number of Users	**7442**

Corporate Services

Corporate Services is responsible for the finances, human resources, information technology, facility and security management, records management and other administrative functions of the Saskatchewan Archives Board.

KEY ACCOMPLISHMENTS IN 2010-2011

- Reviewed Corporate Services administrative functions to define tasks and the associated procedures for employees.
- Consolidated employee files and timecards to a central location.
- In conjunction with the hire of a new Finance Officer, reviewed financial processes and ACCPAC accounts to streamline workflow.
- Revised filing system for invoices to allow quick access for past payments to vendors.
- Reviewed and updated all financial authorities and delegations.

GOALS AND ACTIVITIES FOR 2011-2012

- Complete financial process changes identified in 2010-2011 fiscal year.
- Complete a Human Resource staffing tool kit for hiring managers.
- Facilitate completion of security upgrades in storage areas.
- Redevelop the Facility, Security and Records Management position for staffing in summer 2011.
- Complete the examination of options for external financial services management.

Information Technology Unit

Information Technology is responsible for the management of all hardware and software for the Saskatchewan Archives. This includes maintaining systems and equipment, upgrading to appropriate standards, and handling IT inventory control. The unit works with all other units in the Saskatchewan Archives to develop and assist with technology solutions.

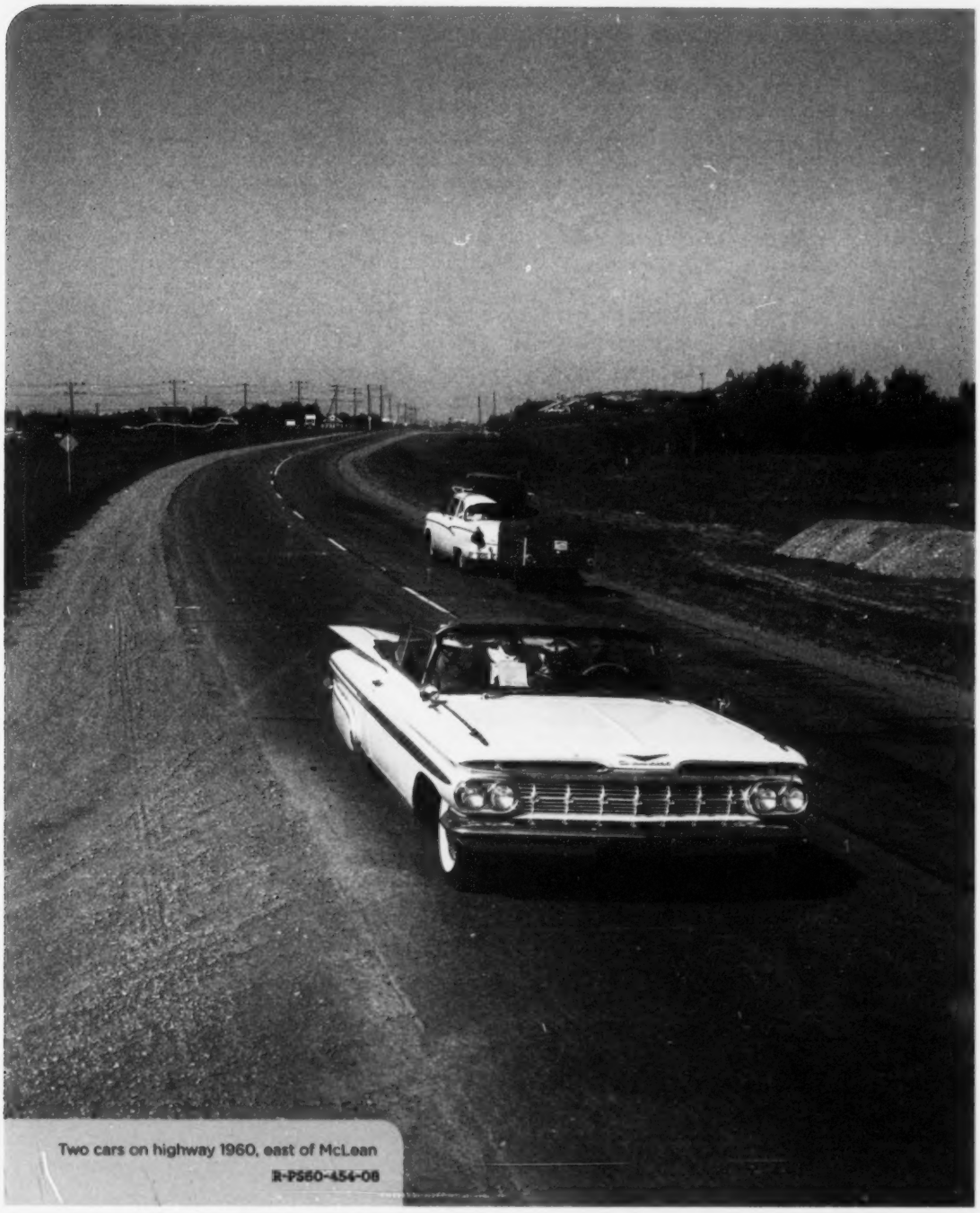
KEY ACCOMPLISHMENTS IN 2010-2011

- Expanded storage space for digital records.
- Completed upgrades to the photo scanning hardware and software for all Regina offices.
- Revised the IT Analyst position to include "web" related duties and began the hiring competition.
- Acquired outdated hardware and software to allow access to born digital records.
- With the Digital Records Program, identified technological requirements for the Archives' new website.
- Updated the Homestead Index with new fields for digital records accessioning.

GOALS AND ACTIVITIES FOR 2011-2012

- Expand storage space for digital records.
- Upgrade the fibre connection for the Saskatoon office.
- Upgrade scanning capabilities for the Saskatoon office.
- With the Digital Records Program and the Records Processing Unit, develop a long term strategy for web implementation of archival management system, Threshold, to provide digital collections online.
- With Digital Records Program, develop long term storage and access procedures for digital records.

- Implement a 'toolkit' for the effective appraisal and acquisition of digital archival records.
- With the Digital Records Program, hire an IT Analyst in early 2011-2012.
- Update the file structure of the Image Bank for easier access in finding digital objects.
- Set-up and install "Help Desk" software for Saskatchewan Archives' staff.



Two cars on highway 1960, east of McLean
R-PS80-454-08

Outreach Initiatives

Tours

Archivists in Saskatoon and Regina gave tours to school groups, university classes, genealogical groups and government departments, throughout the year.

Youth Heritage Fairs

Staff from across the institution served as judges at the Youth Heritage Fairs in Saskatoon, Prince Albert, Moose Jaw and Regina in May 2010.

Mortlach Saskatoon Berry Festival

In July, Saskatchewan Archive staff introduced a showing of the Dick and Ada Bird film, "This Generation: A Prairie Romance."

Buffalo Days

The Saskatchewan Archives' exhibit appeared at Buffalo Days in Regina in July 2010.

Culture Days

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In Saskatoon, Saskatchewan Archives' staff participated in a day of activity called "Archives in the Attic," held at the Saskatoon Public Library. Staff gave a well-received presentation called "About Organizing Records at Home".

Reel Stories from the Archives

Hosted by Chief Archivist, Reference Services, Nadine Charabin, the first episodes of the series were broadcast in April 2010. Production of subsequent episodes was completed throughout the year.

Saskatchewan Archives Photo Blog

Interesting photographs from the Archives' collection continued to be posted on this site. (http://sabphotos.wordpress.com).

Remembrance Day

The Saskatchewan Archives held a public Remembrance Day event on November 4th, in honour of Saskatchewan's veterans. Special guest participants included: Lieutenant Governor Gordon Barnhart, Minister Responsible for the Saskatchewan Archives Board, Bill Hutchinson, City Councilor Fred Clipsham and Wes Kopp, a very memorable veteran representing the Métis nation.

The program provided a uniquely Saskatchewan perspective to the presentation of materials from the Saskatchewan Archives' permanent collection. Selections included a letter to the editor of the *Saskatoon Phoenix* from 1916 on why Métis were enlisting, an excerpt from an oral history relating WW1 experiences, a video clip and photos from the Guinea Pig Club fonds, as well as letters written by a soldier during WWII to his family in Earl Grey, Saskatchewan.

Following the program, there was an opportunity to view displays from the Saskatchewan Archives' collection, including photographs and a Victoria Cross, the highest military honour in the Commonwealth.

Archives Week 2011: Celebrity Reader Events and Archival Film Nights

Saskatchewan Archives' staff were key participants in the planning of three Archives Week events – one in Regina, two in Saskatoon – organized through the Saskatchewan Council for Archives and Archivists: a celebrity reader event and an archival film night in Saskatoon and an event called 'Art at the Archives' in Regina. A significant number of readings and films from Saskatchewan Archives' collection were featured at these events.

Archives Pavilion at Saskatchewan Heritage Festival

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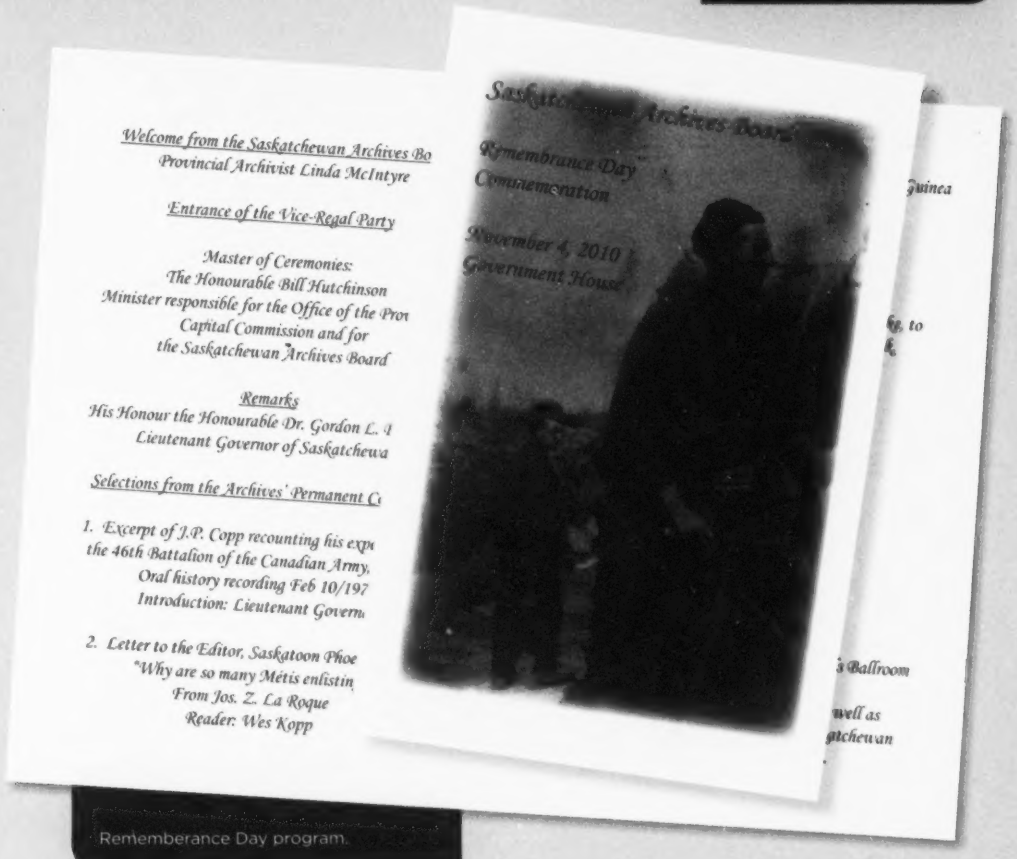
Culture Days 2010.



Welcome from the Saskatchewan Archives Bo
Provincial Archivist Linda McIntyre

Entrance of the Vice-Regal Party

Master of Ceremonies:
The Honourable Bill Hutchinson
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Saskatchewan Archives Board

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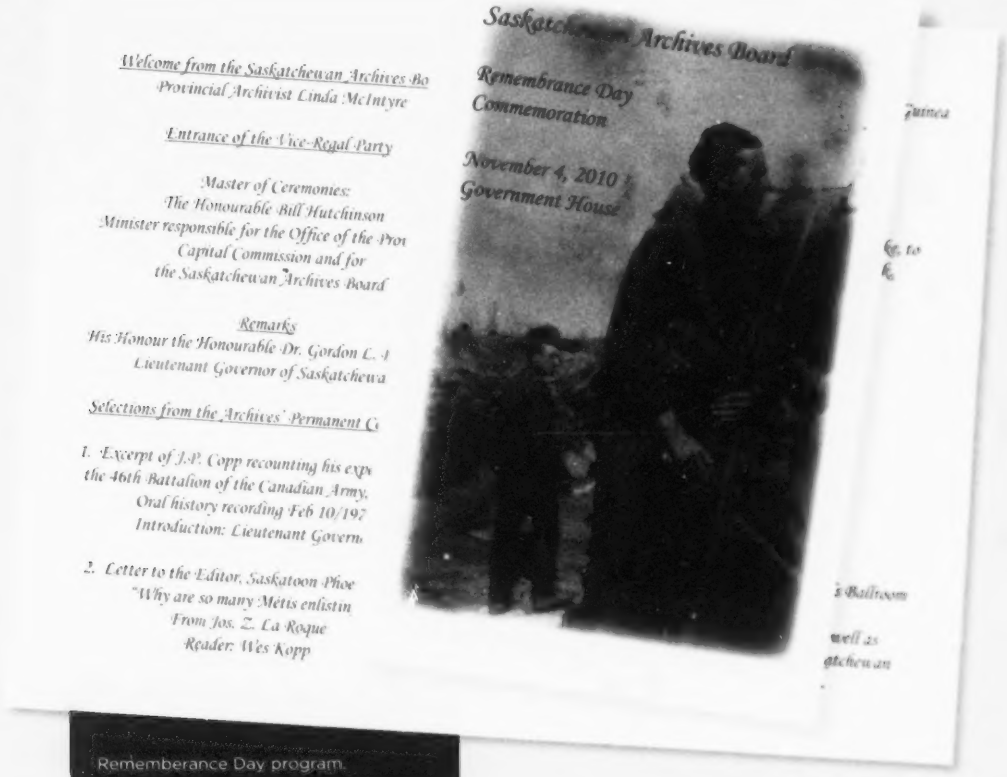

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A briefing note was presented to the Saskatchewan Archives Board of Directors recommending that revitalization of the Saskatchewan History Advisory Board (SHAB) was essential to the future of the *Saskatchewan History* journal. This note recommended that a management team, consisting of Saskatchewan Archives' staff and members of the Board, be struck to undertake "an examination of issues surrounding the direction, content and advisory/editorial structure for the journal...." During the review period, an independent communications consultant was contracted to edit the Spring 2010 and Fall 2010 issues.

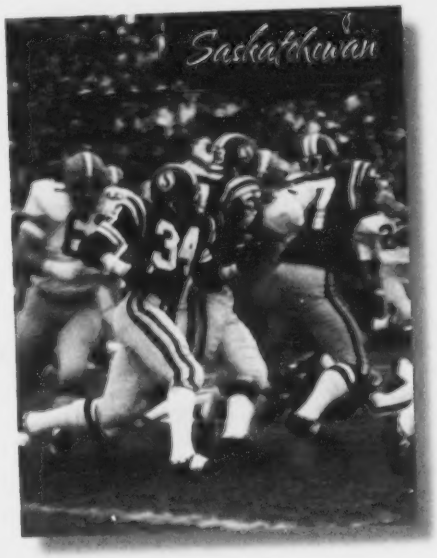
Upon completion of the review, the Board of Directors approved the abolishment of the SHAB and the establishment of a new Steering Committee consisting of two Saskatchewan Archives' staff members and two Board members.

New guidelines were developed for the submission of articles, book reviews and revisions, in addition to guidelines for peer reviewers. These guidelines have been made available on the Saskatchewan Archives website.

Spring 2010 Issue

Some of the notable articles published in the Spring 2010 issue included:

- "The Bronfman Family and the Yorkton Courts"
- "From Protestant and Roman Catholic Missions to Public Schools: Educating Métis and Settler Children in the West to be Citizens of Modern Canada, 1866-1939"
- "Hilda's Diary: Reflections on Family, Impairment and 'Disability' in Saskatchewan in the 1930s and1940s"



Fall 2010 Issue

The Fall 2010 issue was dedicated to a celebration of the Saskatchewan Roughriders' 100th anniversary as a football club. Loaded with photographs and illustrations and showcasing a variety of Rider related records from the collections of the Saskatchewan Archives, some of the notable articles in the issue included:

- "No Ordinary Life: Remembering the Miss Roughrider and Miss Grey Cup Pageants, 1951-1991"
- "Poem Pivotal to 1951 Rider Grey Cup Bid? A Speculative Inquiry"

A significant promotional effort advertised the issue, including radio and television appearances, mail-outs to potential vendors in communities known to be avid Rider supporters and a Facebook campaign. The journal's circulation was notably increased as a result. Also, Chapters (Regina) and Indigo (Saskatoon) sold the journal and indicated an interest in continuing as a vendor for future issues.

Ferry across the Qu'Appelle River
near Katepwa, ca.1905
R-A9838-2

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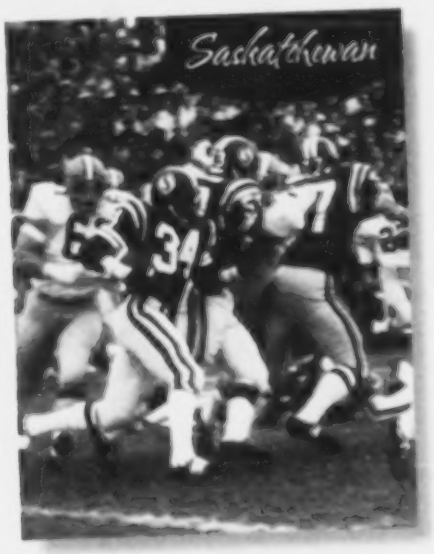

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Ferry across the Qu'Appelle River
near Katepwa, ca.1905
R-A9639-2

Report of Management

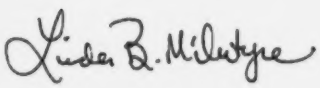
The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide a reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

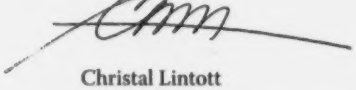
The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears below.

On behalf of management,



Linda B. McIntyre
Provincial Archivist



Christal Lintott
Manager, Human Resources, Administration & Corporate Services

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

SASKATCHEWAN

Phone: (306) 787-6398
Fax: (306) 787-6383
Website: www.auditor.sk.ca
Internet E-mail: info@auditor.sk.ca

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Archives Board, which comprise the statement of financial position as at March 31, 2011, the statement of operations, the statement of change in net financial assets, and statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2011, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Bonnie Lysyk

Regina, Saskatchewan
August 19, 2011

Bonnie Lysyk, MBA, CA
Provincial Auditor

STATEMENT OF FINANCIAL POSITION
As at March 31

	2011	2010
Financial assets:		
Due from University of Saskatchewan *(note 3)*	$ 772,151	$ 538,009
Due from General Revenue Fund *(note 4)*	81,952	249,285
Investments *(note 2 and 5)*	63,867	66,921
Accounts receivable	6,872	2,428
Grant receivable	2,000	1,727
	926,842	858,370
Liabilities:		
Accounts payable	112,429	98,484
Deferred revenue	1,507	-
Accrued vacation pay	37,207	48,356
Accrued salaries & benefits	134,767	242,818
	285,910	389,658
Net financial assets *(Statement 3)*	640,932	468,712
Non-financial assets		
Tangible capital assets *(note 6)*	287,210	356,831
Prepaid expenses	20,724	6,809
	307,934	363,640
Accumulated Surplus *(Statement 2)*	$ 948,866	$ 832,352

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS
For the year Ended March 31

	Budget 2011	Actual 2011	Actual 2010
	(Note 10)		
Revenue:			
Grants - General Revenue Fund	$ 4,167,000	$ 4,167,000	$ 4,167,000
Government of Canada	8,000	8,000	17,270
Other contributions	-	-	3,082
	4,175,000	4,175,000	4,187,352
Photocopy sales	80,000	50,725	35,601
Magazine sales	6,000	15,551	6,184
Investment income	3,000	3,054	8,497
Miscellaneous	800	697	1,215
	4,264,800	4,245,027	4,238,849
Expenses:			
Salaries and benefits	3,066,430	2,880,534	2,876,412
Administrative services	1,197,870	1,135,374	1,077,053
Amortization of tangible capital assets	88,765	112,605	138,655
	4,353,065	4,128,513	4,092,120
Surplus (Deficit) for the year	$ (88,265)	116,514	146,729
Accumulated surplus - beginning of year		832,352	685,623
Accumulated surplus, end of year - to Statement 1		$ 948,866	$ 832,352

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2011	2010
Surplus (Deficit) for the year	$ 116,514	$ 146,729
Acquisition of tangible capital assets	(43,146)	(108,282)
Amortization of tangible capital assets	112,605	138,655
Loss on disposal of tangible capital assets	162	590
	69,621	30,963
Changes in prepaid expense	(13,915)	21,645
Increase in net financial assets	172,220	199,337
Net financial assets, beginning of year	468,712	269,375
Net financial assets, end of year	$ 640,932	$ 468,712

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW
For the Year Ended March 31

	2011	2010
Operating transactions		
Surplus (Deficit) for the year	$ 116,514	$ 146,729
Items not affecting cash:		
Amortization of tangible capital assets	112,605	138,655
Loss on disposal of tangible capital assets	162	590
Unrealized (gain) loss on investments	-	(8,497)
Change in non-cash balances relating to operations:		
Accounts receivable	(4,444)	(412)
Grant receivable - General Revenue Fund	(273)	(1,727)
Prepaid expenses	(13,915)	21,645
Accounts payable and accrued liabilities	15,452	(110,881)
Accrued vacation pay	(11,149)	15,192
Accrued salary and benefits	(108,051)	(36,703)
Cash provided by operating transactions	106,901	164,591
Capital transactions		
Acquisition of tangible capital assets	(43,146)	(108,282)
Cash used in capital transactions	(43,146)	(108,282)
Investing transactions		
Proceeds from disposal of investments	3,054	3,295
Cash provided by investing transactions	3,054	3,295
Net increase (decrease) in cash	66,809	59,604
Cash, beginning of year	787,294	727,690
Cash, end of year	$ 854,103	$ 787,294
Cash includes the following:		
Due from the University of Saskatchewan	$ 772,151	$ 538,009
Due from General Revenue Fund	81,952	249,285
	$ 854,103	$ 787,294

(See accompanying notes to the financial statements)

NOTES TO THE FINANCIAL STATEMENTS
March 31, 2011

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University of Saskatchewan administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account. Monies were transferred monthly from the GRF to the Board's bank account held at the University of Saskatchewan. Saskatchewan Archives Board is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993.*

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets for fiscal year 2010-11

	2010-11				2009-10
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	$563,208	$484,280	$37,901	$1,085,389	$1,385,130
Adjustment	($110)	$110	$0	$0	$0
Additions during the year	$5,178	$29,356	$8,612	$43,146	$108,282
Disposals during the year	$5,673	$0	$0	$5,673	$408,023
Closing cost	$562,603	$513,746	$46,513	$1,122,862	$1,085,389
Opening accumulated amortization	$398,683	$327,833	$2,042	$728,558	$997,336
Annual amortization cost	$24,072	$80,907	$7,626	$112,605	$138,655
Amortization related to disposals	$5,511	$0	$0	$5,511	$407,433
Closing accumulated amortization	$417,244	$408,740	$9,668	$835,652	$728,558
Net book value of tangible capital assets	$145,359	$105,006	$36,845	$287,210	$356,831

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in expenses is related party transactions of $1,359,475 (2010 - $1,368,908) of which $107,106 (2010 - $174,477) was payable at March 31, 2011.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $168,142 (2010 - $163,065).

9. Financial Instruments

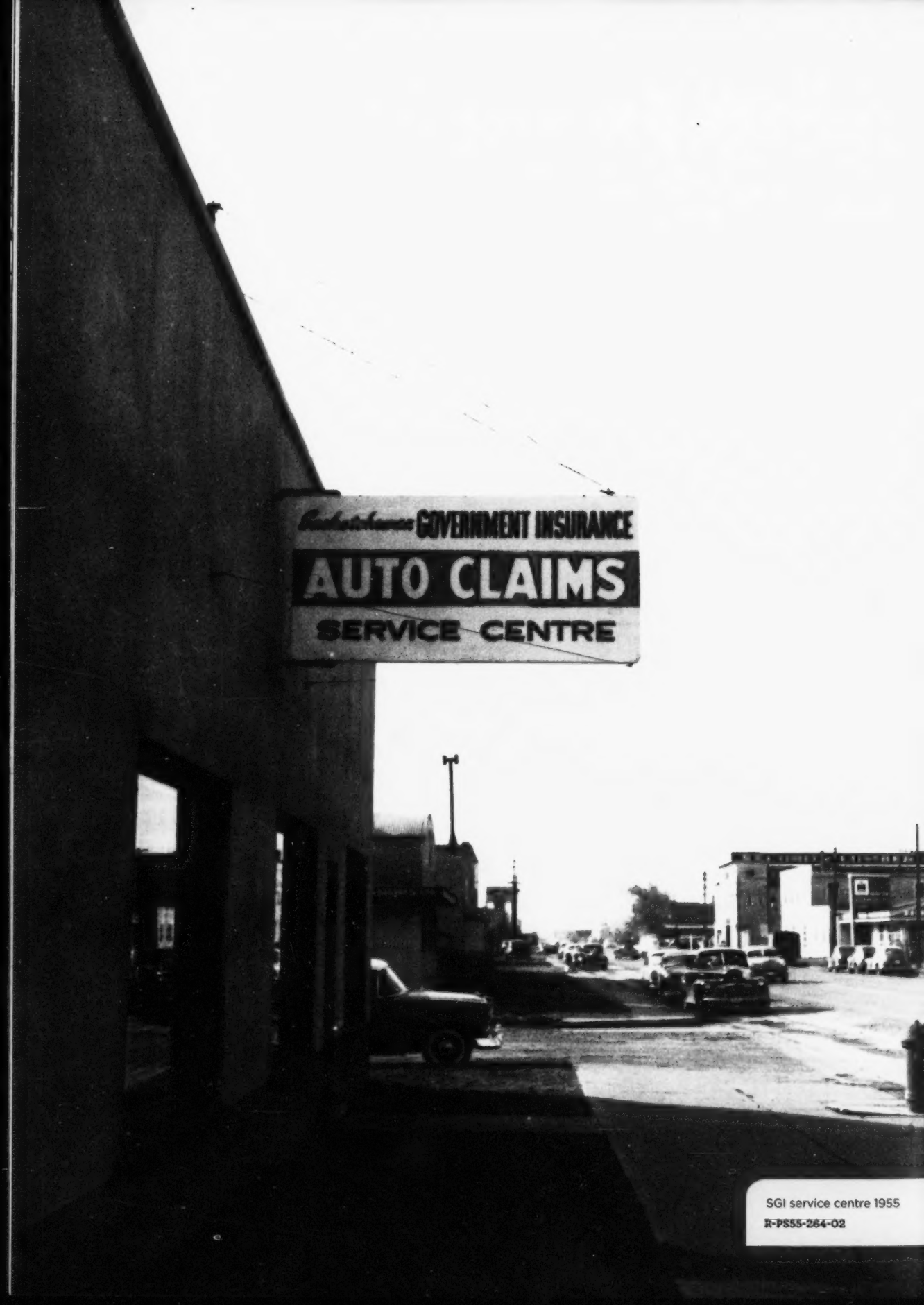
The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, deferred revenue, and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

11. Comparative Figures

Certain comparative figures have been reclassified in order to conform to the financial statement presentation adopted for the current year.



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Thanks to our Funders!

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